

Opening Date: October 10, 2014 - **REVISED**
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-80
Monthly Salary: \$5,417 - \$6,100*
Group/Class: B22 / 1559 or B24 / 1560
Travel: None
Division: Operations and Administration, Information Technology
Number of Positions: 1
Position Number: 1142

**PREVIOUS
APPLICANTS NEED
NOT REAPPLY**

*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Project Manager II or III

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs complex project management work. Work involves planning, directing and coordinating activities of designated IT projects, to ensure that the goals of the project are accomplished within the prescribed time frame and funding parameters. This includes securing resource time and coordinating the efforts of team members and/or consultants in order to deliver projects according to schedule. Defines project objectives and oversees quality control throughout the software development life cycle. Manages project scope, schedule, and budget. Will plan, assign and supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions

- Oversee the development of information technology computer application projects
- Formulate and define scope and objectives of project
- Identify and schedule project deliverables, milestones, and required tasks
- Serve as lead in the generation of project requirements
- Establish standards for project reporting
- Coordinate recruitment and assignment of project team
- Assign duties, responsibilities and scope of authority to project team
- Coordinate and respond to requests for changes from original specifications
- Maintain technical and project documentation in centralized project repository
- Prepare project status reports and provide regular updates to management, project team and others of project status and related issues
- Monitor project results against technical specifications
- Generate test scripts for the project
- Direct application/solution testing
- Obtain, through customer satisfaction and acceptance testing, project signoff of completion
- Lead and participate in project meetings with internal staff and external customers
- Plan, assign and supervise the work of others
- Perform related work as assigned

Minimum Qualifications

- Graduation from an accredited college or university with major course work in Computer Science, Information Science, Information Technology or related field
- Relevant experience may be substituted for college or university education on a year-for-year basis
- Certified Project Management Professional (PMP) and three (3) years of recent information technology project management experience OR ability to become a certified Project Management Professional (PMP) within six months of employment and five (5) years of recent information technology project management experience
- Experience successfully delivering information technology application and infrastructure projects

Preferred Qualifications

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number 14-80

- Recent information technology project management experience with a State or other government organization
- Experience successfully delivering information technology application and infrastructure projects with a State or other government organization

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Project for developing and maintaining project schedules
- Knowledge and understanding of the Software Development Life Cycle (SDLC)
- Knowledge of Microsoft Team Foundation Server
- Knowledge of Microsoft SQL Server Management Studio and Reporting Services
- Skill with Windows-based computers and software such as Microsoft Access, Excel and Word
- Proven ability to successfully lead a project team and complete software development projects
- Skill in providing excellent customer service both internally and externally
- Proven ability to work and collaborate with others in multi-disciplinary teams
- Skill in project scheduling including the development of Work Breakdown Structures (WBS)
- Skill in facilitation
- Skill in leading meetings
- Skill in decision making and problem solving
- Ability to communicate effectively, in person, on the phone and/or in writing
- Ability to prioritize deadlines
- Ability to multi-task and manage multiple projects with limited supervision

Remarks

- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.